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NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Dr. R. Scott Ralls, President

December 15, 2010

Dr. Molly A. Parkhill, President
Blue Ridge Community College
180 West Campus Drive
Flat Rock, NC 28731

Dear Dr. Parkhill:

This letter is in response to the Level III Instructional Service Agreement (ISA) between Blue Ridge Community College (college approved to offer the curriculum) and Fayetteville Technical Community College (participating college) for the Interpreter Education (A55300) program with an effective term of Spring 2011.

The agreement is acceptable as written and includes the essential information needed for a Level III ISA as stated in 23 NCAC 02E. 0604. The approved agreement is attached. The host and participating college(s) should maintain the approved agreement on file for auditing purposes.

The participating college should now electronically enter the course(s) that it is allowed to teach under the terms of the agreement. This program of study will be electronically forwarded to the college approved to offer the curriculum for its review and approval before the System Office receives the curriculum for final review.

If the agreement becomes inactive, a termination notice must be submitted by the President of Blue Ridge Community College to the Senior Vice President and Chief Academic Officer at the System Office. If you have any questions or need assistance, please contact Dr. Sharon E. Morrissey at (919) 807-7096.

With kindest regards, I am

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Scott Ralls', written over a white background.

R. Scott Ralls

RSR/ris

Enclosure

c: Dr. J. Larry Keen
Mr. Chad Merrill
Dr. Barbara Tansey
Dr. Sharon E. Morrissey
Mr. Van Wilson
Ms. Jennifer Frazelle
Mr. Antonio Jordan
Dr. John Pettitt

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AN EQUAL OPPORTUNITY EMPLOYER

Level-Three Instructional Service Agreement (ISA)RECEIVED
FEB 10 2011
cb**College Approved to Offer the Curriculum:** Blue Ridge Community College**Participating College:** Blue Ridge Community College**Participating College:** Fayetteville Technical Community College**Contact Person:** Alice Crisp *Blue Ridge Community College* 828-694-1890**Curriculum Program Code and Title:** A55300 Interpreter Education**Proposed Starting Semester:** Fall XX Spring Summer **Year 2011****Plan for Delivery of the Course(s):**

NCVIP or H.320 and online

Other See attached curriculum standard (Approved for Sp 2011), schedule outline, Interpreter Education Associate Degree Distance Learning Guidelines, and required library course materials list.**Proration of Resources:**

Blue Ridge Community College (BRCC), Originating College, and Fayetteville Technical Community College, the Receiving College, certify that adequate resources are available at each college to successfully offer the program. Each college will be responsible for coordinating marketing, enrolling students, special fee collection (such as parking, etc.), and promoting these offering(s). Due to the highly interactive method of delivery, each Receiving College agrees to provide a qualified technical facilitator for the classroom.

Classes will be offered on the BRCC college schedule and resources for transmission are expected to be provided even if college schedules do not coincide. The BRCC academic calendar will be sent to the assigned facilitator for the remote classroom at the beginning of each academic year and is also available at the BRCC website (<http://www.blueridge.edu>).

Each college will be responsible for providing students at their location Student Services including, but not limited to resources for students who self-disclose need for disability services. Students will need to send a copy of their Individualized Accommodation Plan to the lead instructor for the Interpreter Education program at the beginning of their program if it involves accommodations such as extended testing that would involve our instructor and broadcast schedules. See the attached Distance Learning Guidelines for more details about this, placement testing, and Financial Aid.

Students will also need access to library, parking, and computer labs at the remote location. If students send a digital photograph (prefer "jpg" file type) to Alice Crisp (alicec@blueridge.edu) within the first two weeks of the semester, she will coordinate with the BRCC Bookstore to send a BRCC ID card (fee under \$5) that the student may use at their home college to allow library, parking, and computer lab use.

This program requires video and library resources that need to be purchased and placed on reserve in remote libraries to serve all students in the program. A list of those resources and their approximate cost is attached to this document. Further, the Receiving will provide a facilitator in the classroom at all times to assist students in the classroom with technical needs such as video-taping of students, camera and audio control, and to coordinate contingency plans in the event of possible school closings due to weather, bomb threats, illness, etc.

Proration of FTE (if applicable): Proration of FTE (if applicable): 50 – 50 split between colleges

For administration, full-time equivalent (FTE) enrollments at the Receiving College for courses offered by the Originating College and received on location at the remote college will be shared between the institutions on a basis of 50% to the Originating College and 50% to the Receiving College. Cost of instruction will be the responsibility of the Originating College. BRCC will grant the final Associate in Applied Science Degree and will maintain all student records including transcripts. Students may take related courses at the receive site or any other NC Community College and receive transfer credit for the hours taken. Students will refer to the current BRCC General Catalog policies on Transfer credit. Attached to this document is the Curriculum Standard and the plan for scheduling the Interpreter Education curriculum which will include NCVIP, Hybrid, and Online courses. Students should be advised that they will be better prepared for the online portion of the program if they have basic computer and Internet skills and have a computer with Internet access at home. They should also be advised to work closely with the lead instructor and the BRCC registrar concerning placement testing, transfer credits, registration, and graduation readiness. Remote students will be required to take any placement tests that are required of online or traditional BRCC students. BRCC will accept developmental courses taken at the Receiving College based on a pre-enrollment placement test taken within the last three years at either BRCC or the receiving institution. Please have students refer to the attached document: **Distance Learning Guidelines - Blue Ridge Community College – Interpreter Education Associate Degree.**

Termination Time Frame and Conditions: The agreement will be in effect until one or both Colleges request, in writing, termination of the collaborative agreement. Possible conditions requiring termination would be a lack of student enrollment at either college, inability to hire a properly credentialed instructor, and loss of funding for NCVIP room to mention a few possibilities. This request for termination should be made four weeks prior to the next upcoming semester.

College awarding the degree:

1. The Interpreter Education Program complies with the North Carolina Community College Standards, meets the Southern Association of Colleges and Schools Criteria for Accreditation. Students who successfully complete all requirements of the Interpreter Education Program will be awarded an Associate in Applied Science Degree by Blue Ridge Community College. Students need to be aware that 3 credit hours of Elementary Foreign languages are NOT acceptable as a humanities elective credit and that the full 6 credit hours must be successfully completed to meet the requirements.

College recording the letter grade on the student transcript: Blue Ridge Community College

Other Terms of the Agreement: New cohorts may alternate every two years with evening and day classes and will begin with a minimum of eight students at the receive locations. There are times when students at the remote locations may be required to come to Flat Rock, NC for immersion opportunities. These dates will be specified at the beginning of the semester to assist in student planning. Colleges need to be aware that BRCC may actively seek similar partnerships with sister community colleges across the state.

This Agreement meets the requirements of 23 NCAC 2E.0604(c) and has been mutually agreed upon by the president and board of trustees for each institution. Signing this document certifies that appropriate and adequate resources are available between participating colleges and that the joint utilization of physical facilities, equipment, materials and instructional faculty have been considered in the offering of this curriculum. Signing this document certifies that the program is established according to the guidelines of the appropriate accrediting agency or licensing authority and that only the college providing the instruction will record the letter grade on the student transcript. Signing this document also

certifies that the participating college(s) shall not create, offer or advertise an independently awarded lower-level credential.

Institution: Blue Ridge Community College

Institution: Fayetteville Technical Community College

[Signature] 11/8/10
Signature, President Date

[Signature] 11-15-10
Signature, President Date

[Signature] 11/8/10
Signature, Board of Trustees Chair Date

[Signature] 11-15-10
Signature, Board of Trustees Chair Date

Date Received: 12.01.2010

Recommendation: Approve Disapprove

[Signature] 12.01.2010
Signature of Program Coordinator Date
Program Services

[Signature] 12/13/10
Signature of Senior Vice President and Date
Chief Academic Officer

[Signature] 12/13/10
Signature of President, NCCCS Date

Original signatures should be utilized. A stamped or electronic Board of Trustee signature may be utilized if the agreement is accompanied by approved Board Minutes.

Please send three originals to the System Office for approval. This agreement must be approved by the System Office President prior to implementation of the curriculum. Notification of termination of this agreement must be sent to the System Office President by the college which grants the award, prior to the effective termination date. Each college must maintain a signed copy of this agreement at the local institution.